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AHMS 298.01: Medical Information Internship

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**THE UNIVERSITY OF MONTANA MISSOULA
COLLEGE OF TECHNOLOGY
BUSINESS TECHNOLOGY DEPARTMENT**

COURSE SYLLABUS

COURSE NUMBER AND TITLE:: AHMS 298-AU14-Boller, Medical Info Internship

DATE REVISED: SPRING 2014

SEMESTER CREDITS: 3

FACULTY: Michelle Boller
E-Mail: michelle.boller@umontana.edu
Phone: 243-7877
Office: AD 11E
Office hours:

CONTACT HOURS PER SEMESTER: 135 hours

PREREQUISITES: Enrolled in final semester of program, minimum of “C” in all Allied Health Medical Support courses, and recommendation of Program Director.

COURSE DESCRIPTION: On-the-job training in positions relating to each student’s career goal in the medical office field. This experience increases students’ skills, prepares them for initial employment, and increases occupational awareness and professionalism. Students work a minimum of 135 hours at an approved site and attend scheduled one-hour seminars.

COURSE OBJECTIVES:

Upon completion of this course, the student will:

1. Employ classroom skills in a 135 hour business environment.
2. Develop occupational preparedness and professionalism through completion of employment credentials and attendance of seminars.
3. Gain experience for initial employment.
4. Assess his/her internship position and present findings to peers and program director.

COURSE REQUIREMENTS:

1. Attend scheduled seminars. Attendance will be taken
2. Secure an internship position and submit completed “Learning Agreement”, including Program Director approval. **No hours will be recorded until this is done.**
3. Submit completed and signed program objectives identified in “Learning Agreement Goals for Medical Administrative Assisting Internship”, within the first two weeks of employment.
4. Complete green time cards and turn in weekly to Internship Director. Incomplete cards will not be accepted.
5. Submit Midterm Evaluation at approximately 67 hours (student responsibility) – Copy.
6. Complete 135 hours of supervised work at an approved internship site.
7. Attend scheduled seminars for special topics, group discussions, guest speakers and oral presentations.

8. Prepare and submit documents to instructor as required for student portfolio described on attachment to syllabus.
9. Final Evaluation by Supervisor (Internship Director responsibility) – Copy available for intern.

EVALUATION:

Any missing projects and seminars will decrease the student overall grade. Students who miss a seminar may make-up that topic. A midterm evaluation will be done at completion of 67 hours. The midterm evaluation is the responsibility of the student to obtain and request employment supervisor to complete. The original copy of the midterm evaluation must be turned in to the Internship Director when 67 hours of work is complete. At completion of 135 hours of work with appropriate documentation and final evaluation by supervisor, attendance at required scheduled seminars, and completed portfolio, grade will be calculated using the following grading scale:

90 – 100 = A
80 – 89 = B
70 – 79 = C
60 – 64 = D
Below 64 = F

ACADEMIC INTEGRITY: All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at http://life.umt.edu/vpsa/student_conduct.php.

DISABILITY ACCOMMODATION: Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please contact me after class or in my office. Please be prepared to provide a letter from your DSS Coordinator. For more information, visit the Disability Services website at <http://www.umt.edu/dss/> or call 406.243.2243 (Voice/Text) or <http://www.umt.edu/dss>.

FINAL NOTE:

1. Previous work experience cannot be accepted toward internship course.
2. Ideally, the required number of hours should be spread over the entire semester so that the student is able to experience the depth of a variety of tasks, circumstances, and solutions that likely will not occur in a condensed time-frame.
3. A No Grade, “NG”, will be assigned until all internship requirements have been met. Students have one year to complete internship requirements before the "NG" grade option reverts to an "F" grade.
4. All Internship positions must have prior approval from Program Director to assure qualification.